

**CALIFORNIA STATE
UNIVERSITY STAFF COUNCIL
BYLAWS**

**ARTICLE
I**

Membership, Geographical Area, and the Right of Proxy

Staff Council shall serve as one medium of communication for and between staff, administration, faculty, and students of the university on matters outside the scope of Collective Bargaining. (Please refer all union- or collective-bargaining-related questions to union stewards.)

Section 1: Members of Staff Council

- A. The voting members of Staff Council shall consist of the elected members from the areas listed below. Areas shall have one member per 32 staff employees plus an additional member if the fraction is 18 or more staff employees.
1. Kendall Hall
 2. Aymer J. Hamilton, Modoc Hall, Holt Hall, Gateway Science Museum
 3. Butte Hall
 4. Tehama Hall
 5. Science Building
 6. Colusa Hall, Glenn Hall, Tribal Relations, Trinity Hall
 7. Performing Arts Center and Parking Structure II
 8. Meriam Library
 9. Langdon Engineering Center, O'Connell Technology Center, and WREC Center
 10. Acker Gym, Shurmer Gym, WellCat Health Center, and Yolo Hall
 11. University Housing and Food Services Complex (Lassen, Shasta, Whitney)
 12. Plumas Hall and University Agriculture Teaching and Research Center
 13. Facilities Management and Services—Custodial
 14. Facilities Management and Services (Administration, Garage, Building Maintenance, Trades, Boiler-Chiller Plant, Grounds and Landscape, Central Supply, Laborers, Design and Construction), Property Management, Distribution Services.
 15. Bell Memorial Union
 16. Sierra Hall, Sierra Hall Annex, Sapp Hall
 17. 25 and 35 Main Street and Passages—Adult Resource Center
 18. Student Services Center
 19. Arts & Humanities Building, Ayres Hall, Laxson Auditorium
- B. Any member who, either through administrative realignment or through voluntary position change, is no longer affiliated with the area they were selected to serve will be allowed to complete the academic year as a member at large.
- C. If there is a vacancy on the Council due to a resignation, realignment, or lack of a candidate, that vacancy may be filled by an interim member. The appointment may be filled for a term of one year or until the next selection process. Any member of the staff of CSU, Chico University Foundation, Chico State Enterprises or Associated Students may request appointment to the interim position. A "Nomination and Willingness to Serve" form must be

completed by the candidate with final appointment being made by the Staff Council Executive Committee.

- D. Staff Council will add one seat on the Council to be selected from the retired staff of CSU, Chico. This will be a full voting position. Selection will be made by the Staff Council Executive Committee for a one-year term.
- E. Staff Council shall include the following members with proxy privilege, less the following privilege of holding office, except at the invitation of the Executive Committee.
 - The president of the university or designee (nonvoting)
 - Chief Operating Officer of human resources or designee (nonvoting)
 - Payroll, Personnel and Benefits Director or designee (nonvoting)
 - Immediate past chair of Staff Council
 - Chair of Academic Senate
 - President of the Associated Students
 - Retired staff representative

Section 2: Constituency of Staff Council

A staff member for the purpose of constituency shall be defined as one whose primary appointment (51% of time or greater) is either a nonacademic employee working at least half time and employed by CSU, Chico, Chico State Enterprises, University Foundation or Associated Students; or an MPP (Academic Employee or Administrative Employee) working at least half time and employed by CSU, Chico, University Foundation, Chico State Enterprises or Associated Students. The definitions for these constituency groups are based on Title 5, Division 5, Chapter 1, Subchapter 7, Article 1, s42700(l, m, o) and s42703(f). Questions concerning constituency shall be ruled upon by majority vote of the Council; appeals are reviewed by the president of the university.

Section 3: Voting by Members of the Staff

A staff member for the purpose of voting shall be defined as a nonacademic employee working at least half-time and employed by CSU, Chico, University Foundation, Chico State Enterprises or Associated Students, or an MPP (Academic Employee or Administrative Employee) working at least half time and employed by CSU, Chico, University Foundation, Chico State Enterprises or Associated Students. Exceptions and appeals shall be as noted in Section 2. The definitions for these constituency groups is based on Title 5, Division 5, Chapter 1, Subchapter 7, Article 1, s42700, Section (l, m, o).

Section 4: The Right of Proxy

Staff Council members may appoint any constituent of their area or group as their proxy. Notification must be conveyed to the chair of Staff Council prior to the opening of the meeting in order that the proxy may be duly seated.

ARTICLE II Officers and Their Duties

Section 1: Officers

The officers of the Council shall consist of four: chair, vice-chair, secretary, and treasurer. The

past chair will serve as an ex-officio officer for one year. Only members of Staff Council may serve as officers. Officers and standing committee chairs shall serve as the Executive Committee.

Section 2: Duties

A. The Chair shall:

1. Preside at all meetings of Staff Council and the Executive committee.
2. Furnish the university president and staff with a written report of activities, accomplishments, and concerns of the Council as needed.
3. Serve as the liaison with the administration on issues pertaining to Staff Council and its projects.
4. At the invitation of the president of the university, sit as a member of the Academic Senate, Campus Planning Committee, and other committees.
5. Coordinate staff membership on other campus committees.
6. Appoint, with the recommendation of the Executive Committee and the approval of Staff Council, as necessary, ad hoc committees, members of the Service Projects Committee; Ways and Means Committee; Governance Committee; university-wide committees, and serve as ex-officio member on these committees.
7. With the Executive Committee, provide an agenda to be distributed to Staff Council members and instruct the secretary to request the presence of others as may be needed to accomplish the regular business of Staff Council.
8. Have other powers and perform other duties as necessary and assigned by Staff Council.
9. Shall serve on the executive committee for no more than one year subsequent to being chair of Staff Council, in the capacity of immediate past chair.

B. The Vice Chair shall:

1. Serve as chair in the absence of the chair.
2. Serve on university-wide committees as chair's designee, in chair's absence.
3. Execute grant application and writing proposals to benefit Staff Council programs.
4. Review reports, petitions, proposals, referred to Staff Council for possible action; determine upon consultation with the Executive Committee whether or not they fall within the jurisdiction of Staff Council and refer to the appropriate committee who shall then make recommendations to Staff Council; e.g. Operation Wildcat Care—packages for military.
5. Perform other duties as necessary and assigned by Staff Council.

C. The Secretary shall:

1. Serve as chair in the absence of the chair and the vice chair.
2. Serve on university-wide committees as chair's designee, in chair's absence.
3. Prepare minutes and appropriately distribute of all regular and special meetings of Staff Council and its Executive Committee.
4. Receive nominations of Staff Council officers to ensure they are handled as specified in Article IV, Section 1.
5. Serve as Parliamentarian

D. Treasurer shall:

1. Be responsible for all monies acquired by Staff Council.
2. Furnish a yearly financial statement to Staff Council in June. Such statements are to be placed on file in the Staff Council Office.
3. Perform other duties as necessary and assigned by Staff Council.

E. The Past Chair shall:

1. Serve on the Executive Committee for no more than one year subsequent to being chair of Staff Council. If a vacancy in the position occurs, no replacement shall be made.
 2. Serve in an advisory capacity to the Executive Committee and Staff Council.
 3. Serve on university-wide committees as the chair's designee, in chair's absence.
 4. Perform other duties as necessary and assigned by Staff Council.
- F. Executive Committee shall
1. Consist of the four officers: chair, vice chair, secretary, and treasurer; and seven committee chairs and co-chairs: co-chairs of the Service Projects Committee, co-chairs of the Ways and Means Committee, chair of the Governance Committee, co-chairs of the Staff Recognition Committee; and the past chair, as an ex-officio member.
 2. The Executive Committee shall have such responsibilities as delegated to it in Article II, Section 2A, (6) and (7), and may also act for Staff Council in emergency matters arising between meetings. They must report any such action at the subsequent meeting of the Council.
 3. Have such responsibilities as may be delegated to it by Staff Council.
 4. The Executive Committee shall meet monthly, or as needed, during normal duty hours (Article V, Section 1).

ARTICLE III Area Ambassadors and Their Duties

Section 1: Assignment of Area Ambassadors

- A. Area ambassadors shall be assigned according to the areas set out in Article 1, Section 1 paragraph A.

Section 2: Duties of Area Ambassadors

- A. Expectations of area ambassadors include the following:
1. Update area lists throughout the year
 2. Reach out to new hires in your area to welcome and inform about Staff Council and opportunities to participate (personal visit is best, email at least)
 3. Attend monthly Staff Council meetings. Attendance is mandatory; members who have three unexcused absences per academic year shall be deemed to have resigned from Staff Council per Article 5, Section 2, paragraph J. Any staff member who needs to be absent from a meeting is encouraged to send a proxy from his or her area, per Article 1, Section 4.
 4. Multiple ambassadors for one area should communicate regularly to discuss the division of tasks, and should hold one another accountable for communicating with the entire constituency
 5. Participate in Staff Council activities (sell raffle tickets, actively work within committees, etc.)

ARTICLE IV Committees and Their Duties

Section 1: Staff Council Standing Committees

- A. There shall be four standing committees within Staff Council: Service Projects,

Staff Recognition, Ways and Means, and Governance. Committee chairs and co-chairs will be selected from the Staff Council membership each spring during the designated selection period. Committee chairs and co-chairs shall serve on the Executive Committee. Each committee shall consist of no fewer than five (5) members and business shall not be conducted with fewer than three (3) members.

- B. Members of the Service Projects, Staff Recognition, Ways and Means, and Governance Committees shall be appointed by the chair and the Executive Committee with the approval of Staff Council. It is recommended that at the first scheduled meeting, a committee vice chair be selected to serve in the event of the committee chair's absence.

Section 1a: The Service Projects Committee

- A. The co-chairs of this committee shall serve on the Executive Committee.
- B. Shall consist of no fewer than five (5) members, to be selected from the membership of Staff Council as designated in Article I, Section 1A.
- C. Be responsible for:
 - 1. Coordinating all aspects of personal interest training programs where appropriate.
 - 2. Staff suggestions pertaining to Staff Council itself.
 - 3. Conducting all service activities such as the Joy of Giving Program, Staff and Faculty Art Exhibit.
 - 4. Conducting fundraising for the Joy of Giving Program.
 - 5. Other matters referred to it by the Executive Committee or Staff Council.

Section 1b: The Ways and Means Committee

- A. The co-chairs of this committee shall serve on the Executive Committee.
- B. The committee shall consist of no fewer than five (5) members to be selected from the membership of Staff Council as designated in Article I, Section.
- C. The committee shall be responsible for:
 - 1. Coordination of fundraising activities to contribute to university programs and projects by Staff Council (excluding the Joy of Giving Program).
 - 2. Coordination of Wildcat Sponsorship award supported donation of \$2000 from the spring fundraising proceeds balance subsidized by Vice President of Business and Finance office.
 - 3. Coordinating all aspects of the Staff Awards Luncheon.
 - 4. Other matters as may be referred to it by the Executive Committee or Staff Council.

Section 1c: The Governance Committee

- A. The chair of this committee shall serve on the Executive Committee.
- B. Shall consist of not less than five (5) members to be selected from the membership of Staff Council as designated in Article I, Section 1.
- C. Be responsible for:
 - 1. Publicizing, supervising, tallying ballots, and announcing the selection of members and officers of Staff Council.
 - 2. Publicizing, supervising, tallying ballots, and announcing the selection of members on the Dean Selection and Review Committees.
 - 3. Ruling on any selection disputes.
 - 4. Initially reviewing and making recommendations to Staff Council regarding all proposed Constitution and Bylaws amendments.
 - 5. Information and correspondence to other councils and other public relations activities as needed, e.g., monthly newsletters, brochures, and press releases to University Public

Affairs.

6. Assist the Staff Council office with the Ask Me! Table event.

Section 1d: The Staff Recognition Committee

- A. The co-chairs of this committee shall serve on the Executive Committee.
- B. Shall consist of not less than five (5) members to be selected from the membership of Staff Council as designated in Article I, Section 1.
- C. Be responsible for:
 1. Conducting activities and programs that boost the morale of campus staff members, and any future recognition programs or morale boosting events.
 2. Coordination of staff award programs such as, the Staff Academic Awards, ‘Cats Caught Being Awesome program, and the Staff Excellence Awards.
 3. Conducting fundraisers as needed for staff morale and recognition programming.
 4. Other matters as may be referred to it by the Executive Committee or Staff Council.

Section 2: CSU, Chico Shared Governance Committees

As described in the CSU, Chico Statement on Shared Governance and Consultation at California State University, Chico dated May 11, 2017, members of the staff at CSU, Chico are encouraged to engage actively in dialogue, consultation and problem-solving as members of campus committees. Staff Council will facilitate the process of engaging members of campus staff in campus-wide committee work as follows:

1. Staff Council Governance Chair with the assistance of the Staff Council Administrative Support Coordinator will send out Campus Committee Requests to Serve for open committee seats, to all campus staff. Such Requests to Serve will require a brief (200 word) description or explanation of the respondent’s interest in filling the position, as well as the approving signature of the Appropriate Administrator. Appropriate Administrator shall retain the right to cancel the Approval of Service if an employees’ attendance interferes with department programs or operations. If an employee transfers to another department during the term of the appointment, the new Appropriate Administrator shall retain the ability to reassess the Approval of Service.
2. If the number of requests for a given Campus Committee position exceeds the number of seats available, then the candidate names and descriptions of interest shall be brought to the next subsequent General Staff Council Meeting, wherein the Council shall vote for the candidate or candidates that shall fill the available campus committee position(s). The candidate(s) who receive the highest number of votes shall be notified in writing that they have been selected to fill the available campus committee position(s).
3. In the event that a committee seat needs to be filled before the next subsequent General Staff Council meeting, candidate names and descriptions of interest shall be brought to the members of Staff Council via electronic ballot, to be voted on by members of the Council in advance of the committee deadline.
4. Such individuals who are selected to represent staff on campus committees shall serve terms according to the bylaws of the committees on which they sit.

ARTICLE V

Selection Procedures, Terms of Office, Recall, and Replacement

[Amended October 2023](#)

Section 1: Election of Officers

- A. The officers and committee chairs of Staff Council shall be elected by and from the eligible members of Staff Council and serve for a term of one year, beginning July 1 and ending June 30.
- B. Only members of Staff Council, with the exception of Ex-Officio members, shall be eligible to serve as an officer and/or committee chair of Staff Council.
- C. Officers and committee chairs and co-chairs shall be elected at the June meeting of the Staff Council. Consent of a candidate must be obtained prior to placing his or her name in nomination.
- D. All nominations must be submitted to the Staff Council office by the last Friday in May.
- E. All selections shall be by secret ballot with a majority vote of Staff Council members present as necessary to select.
- F. With the exception of Staff Council chair, an unexpired term shall be filled by nomination and election at the next scheduled Staff Council meeting unless there are fewer than 30 days left to serve. Nomination, election, and remaining unexpired terms of office or the committee chair position shall be governed by Section 1, A-D.
- G. Only continuing and outgoing members of Staff Council are eligible to vote in the election of officers and committee chairs.
- H. The distribution and counting of ballots shall be the responsibility of at least three members of the Governance Committee.
- I. Any disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by 25 percent of the member's area, and submitted to the Staff Council chair for review by Staff Council. Final appeal shall be reviewed by the president of the University.
- J. An officer or committee chair or co-chair may be recalled by a two-thirds vote of Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.

Section 2: Selection of Members

- A. Selection procedures shall be used when vacancies occur in Staff Council due to expirations of terms. The selection shall be held during the month of May. The terms of Staff Council members shall be for three years, beginning July 1 and ending June 30.
- B. To be eligible to run for a vacancy on the council, the candidate must be located in the building where the vacancy exists. This may or may not be the same location as their home department. If a vacancy is not filled, the position will be considered at large and governed by Article I, Section 1C.
- C. Nominations of candidates for Staff Council shall be made in writing on a form approved by the Governance Committee. This form must be countersigned by the nominee indicating his or her willingness to hold and perform the duties of that office.
- D. Nominations for Staff Council seats shall be open for a two-week period and shall be closed prior to the distribution of ballots.
- E. Balloting for Staff Council seats shall be by secret written ballot which may be cast by mail. Five duty days shall be allocated for the casting of ballots.
- F. Failure of a candidate to receive a majority will result in a runoff between the two candidates receiving the greatest number of legal ballots cast.
- G. The distribution and counting of ballots shall be the responsibility of at least three members

- of the Governance Committee of Staff Council.
- H. Disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by 25 percent of the constituent's area, and submitted to the Staff Council chair for review by Staff Council. Final appeal shall be reviewed by the president of the University.
 - I. A Staff Council member may be recalled by a majority vote of his/her constituents. The initiative for recall vote shall be by signed petition of not less than 25 percent of his/her constituents.
 - J. A Staff Council member upon three unexcused absences within one academic year from full council and/or standing committee meeting shall be deemed to have resigned from Staff Council. To obtain an excused absence, the member must notify the Staff Council office or the appropriate standing committee chair prior to the meeting.
 - K. Upon completion of the selection process, recommendations shall be forwarded to the president for final approval and appointment of membership on the council.
 - L. Unexpired terms on Staff Council shall be filled within 60 days by a special selection process. Unexpired terms of office shall be governed by Section 2, A-K. A seat may be left vacant when 90 days or fewer remain in the unexpired term.

ARTICLE VI

Meetings, Order of Business, Quorum, Voting

Section 1: Meetings

- A. Regular meetings of Staff Council shall be held monthly during normal duty hours. Staff Council members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.
- B. Special meetings:
 - 1. Shall be called by Staff Council chair or upon written petition to Staff Council chair by 10 percent of the staff constituency (as defined by Article I, Section 2). Petitioned meetings shall be held within five duty days. Special meetings may be called upon the request of the president of the University or his or her representatives.
 - 2. The Staff Council chair shall consult Staff Council members in setting the time and date of special meetings to assure a quorum can be present.
- C. Committee meetings of the Staff Council shall be held as called by the chairs and co-chairs of the committees and shall be held during normal duty hours. Committee members shall normally be excused from their duties up to two hours a week and one extra hour per week for officers to attend meetings.

Section 2: Order of Business

- A. Staff Council shall establish its own order of business for regular or special meetings.
- B. The Standing Committees of Staff Council shall establish the order of business for their meetings.

Section 3: Quorum

- A quorum shall be two-thirds of the total Staff Council members eligible to vote.

Section 4: Voting

- A. Except for "Setting Aside of the Rules" and changes in the Constitution or Bylaws, any matter before Staff Council may be enacted by a majority vote of those present and voting provided the matter under consideration has been introduced at a prior meeting Staff Council during the current Staff Council year.
- B. The requirement of an introductory presentation as required in Section 4A above may be waived by a two-thirds vote of Staff Council members present, eligible, and voting.
- C. Matters brought before Staff Council under Section 4B above may be enacted by a majority of eligible Staff Council members present and voting.

ARTICLE VII Parliamentary Authority

The parliamentary authority of the governing body shall be Sturgis' Standard Code of Parliamentary Procedure (latest edition) on matters not covered by the constitution and bylaws of Staff Council, California State University, Chico.

ARTICLE VIII

Section 1: Initiation of Amendments

- A. Amendments to these bylaws may be initiated and proposed by Staff Council members.
- B. Amendments shall be submitted in writing to the Governance Committee at least two weeks prior to their introduction, which shall be at the next regularly scheduled Staff Council meeting.

Section 2: Approval of Amendments

- A. Passage of amendments shall require a two-third majority vote of Staff Council members present, eligible, and voting.

APPENDIX A Dean Review Committee and Dean Selection Committee

Section 1: Procedures for Staff Selection

- A. The following procedures outline the process to be used by Staff Council for selecting a staff member for service on the Dean Review or Dean Selection Committee in accordance with EM 18-021 and EM-18-022.
- B. STAFF ELIGIBILITY:** All permanent staff members employed in the impacted college, who are half-time or greater, shall be eligible for service on and/or voting for the staff seat on the Dean Review Committee/Dean Selection Committee.
- C. NOMINATION PROCESS:** Staff Council will distribute nomination forms to all eligible staff. This process will take place as follows:
 - a. Dean Review Committee: nomination forms are typically distributed the semester prior to the scheduled review.

- b. Dean Selection Committee: nomination forms will be distributed when the Provost gives the charge to the Chair of Staff Council.

The nomination period is five working days.

D. NOMINEE SELECTION PROCESS:

- a. One nominee: If there is only one nominee, that person will be recommended by the Chair of Staff Council to the Provost as the staff member to serve on the Committee.
- b. Multiple nominees: In the event that there are more nominations than seats, Staff Council will prepare and distribute ballots for the selection of the nominated staff member. The balloting period is five working days. Ballots will be returned to the Staff Council Office and tallied by the Governance Committee. The nominee with the largest number of votes will be recommended to the Provost as the staff member to serve on the Committee.
- c. In the event the staff member of either committee is unable to serve, Staff Council Chair shall select a replacement.